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Paul Holahan Commissioner

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Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov

**NUMBER** 14.8

## FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Schedule for Ordering Ultra Low Sulfur Diesel Winter Blend

APPROVED: My Quattromo

Michael Quattrone, Fleet Manager

**PURPOSE:** Document the schedule for ordering fuel with additives

**PROCEDURE:** Winter fuel ordering schedule is as follows:

November 20<sup>th</sup> – 70/30 with additive

December 20<sup>th</sup> – 60/40with additive

March 20<sup>th</sup> - 70/30 with additive

April 20 – Regular blend

Note – for every 10% of kerosene added, we gain three degrees, i.e., 70/30 equals 20 degrees below, 60/40 equals 23 degrees below.

**PREPARED BY:** Amanda Smith, Manager of Automotive Parts and Materials

**DATE:** October 26, 2010

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